



International Labour Organization (ILO)
Terms of Reference (TOR) for an EXCOL contract:

Title of the position: National Consultant/External Collaborator -Technical Assistance for *“Enhancing Skills of Women and Workers in Informal Economy, harnessing the potential of Green Transition: Towards Human-centred Recovery from COVID-19”*

Location: Kathmandu, Nepal with frequent visits to Bagmati Province, Madhesh Province and Province 1

Type of contract: Short Term Consultant

Duration of Contract: 110 Workdays (April 2022 to September 2022)

Languages required: Nepali and English

I. BACKGROUND AND JUSTIFICATION

The country suffers from extensive underemployment and underutilization of labour, and other decent work deficits due to the prevalence of informal economy. A majority of those employed (6 million or 84.6 per cent) are engaged in informal employment. Many of those in the informal sector have a low level of education. Women show disproportionately poor labour market outcomes with female unemployment rate 2.8 percentage points higher than that of men.

The COVID-19 pandemic has disrupted businesses both domestically and abroad, and further exacerbated the decent work deficits among the informally employed. The ILO estimates that around 2 million jobs in the domestic labour market are likely to be disrupted during the ongoing crisis mostly in tourism, construction and manufacturing sectors which are among the most exposed to informality (informal employment above 80 percent). In the foreign labour market, around 20 percent of total Nepali migrant workers are at risk of losing jobs. The COVID-19 Crisis Management Committee (CCMC) recorded the return of more than 335,946 Nepali citizens as of April 2021.

With an aim to contribute to the Government’s efforts in addressing the labour market challenges in informal economy, especially those added by the COVID pandemic, and to make the Decent Work Country Programme (DWCP) more relevant in COVID context, ILO-Country Office Kathmandu has designed a project “Enhancing skills of women and workers in informal economy, harnessing the potential of green transition”. **The main objective of the project is to** support Nepal’s recovery from COVID-19 crisis through **skills development in informal economy, harnessing the potential of green transition: Human Centred Recovery from COVID-19.**

The ILO Country Office for Nepal is in the process of hiring a competent national consultant/external collaborator for assistance in project implementation, monitoring of work-based skills development, capacity building and collaborate with Employment Service Centres (ESC) for effective employment services and referral system for job seekers.

II. HIRING OBJECTIVE

To assist the National project Coordinator in effective and efficient implementation, monitoring of the project interventions and timely reporting.

III. REPORTING LINES

The National Consultant will directly report to the National Project Coordinator.

IV. SCOPE OF THE WORK

The consultant will provide high-level technical assistance to the Project in implementing employers-led work-based skill development programme. The scope covers:

1. Assist in monitoring of work-based skills development initiative and other Project interventions
2. Assist in conducting studies such as green Jobs opportunity assesment, skills anticipation and others
3. Assist in developing/revising manual and guidelines related to work-based skills development and Employment Services by ESCs
4. Assist in coordination, collaboration with ESCs and their capacity building
5. Support in handholding of selected ESCs for development of promotional materials including jingles, poster, flyers; organization of job fairs, counselling serices and employer services in collaboration with employer's organization and private sector
6. Produce case studies of the Project beneficiaries

V. KEY OUTPUTS

1. A work plan with expected deliverables
2. Monthly Progress report against agreed workplan and deliverables as supporting documents.
3. Mission reports
4. Min. 10 case studies of the beneficiaries in identified 4 sectors: Agriculture, Tourism, Construction and Manufacturing
5. Completion reports on conducted ESC related major events: orientation workshops, training programmes, job fairs, career forums and referrals provided by the selected ESCs

VI. QUALIFICATION AND COMPETENCIES

Qualification:

Education: Minimum Bachelor's degree, or equivalent in education, labour economics, social science or other related areas. Masters' degree is preferable.

Experience: At least five years of work experience related to skills development, Labour Market Information system, work experience with employers and collaboration with ESCs

Languages: Excellent knowledge of the Nepali and English language

Competencies:

- Strong analytical skills and ability to justify requirements and approaches to problem resolution and good drafting skills
- Good ability to interpret project information and to identify and analyze problems with implementation
- Ability to communicate effectively both orally and in writing. Ability to clarify information
- Demonstrate collaborative and teamwork experience and ability to work effectively with a multicultural and interdisciplinary team as well as work on his/her own initiative
- Proficient in Microsoft Word, Power Point, Excel, web-browsers and database applications

VII. TIME FRAME

The duration of the assignment is a total of 110 days of work spread across five months (April to September 2022) tentatively as follows.

S. No.	Deliverables	Workstation	No. of Days
1.	Preliminary planning and rapport building field visit	Home/Field	10
2.	Development of action plan and tools for monitoring	Home	5
3.	Monitoring of project implementation activities	Field	25
4.	Collaboration, networking, sharing meetings/workshops with social partners	Field	30
5.	Coordination, collaboration and capacity building with ESCs	Home/Field	25
6.	Case studies and success stories preparation and reporting	Home/Field	15
Total			110 Work Days

VIII. BUDGET AND PAYMENT SCHEDULE

The duration of the assignment is total of 110 days (~20 days per month) of work spread across about six months (April to September 2022). The **applicant should mention expected remuneration per day** in the application.

The tentative budget breakdown will be as follows:

Budget Breakdown						Planned Payment Installment		
S N	Description	Days/ Qty	Rate (NPR)	Total Amount (NPR)	Remarks	Progress (I- Instal)	Progress (II- Instal)	Final Pay (III- Instal)
1	FEE	110				
2	DSA (As per actual)	35	3,500	122,500	As per Actual			
3	Meeting and workshops cost	6	15,000	90,000	As per Actual			
4	Transportation Cost			159,000	As per Actual			
3.1	Airfare (Kathmandu-Biratnagar-Kathmandu)	3	16,000	48,000	As per Actual			
3.2	Airfare (Kathmandu-Janakpur-Kathmandu)	3	12,000	36,000	As per Actual			
3.3	Hiring of Vehicle for field visit to coordinate different project stakeholders	15	5,000	75,000	As per Actual and quotation needed			
Total				---	-	--- --- (30%)	--- --- (50%)	--- --- (20%)

Note: For DSA payment, submission of original hotel bills along with the approved mission plan and the mission report is necessary. The local transportation is included in Fee. Air tickets and boarding pass needs to be submitted to ILO.

First Installment: 30% of total agreement amount will be paid upon submission of 1st progress report by end of the May 2022 to satisfaction of the ILO.

Second Installment: 50% of total agreement amount will be paid upon submission of 2nd progress report by the end of the July 2022 to satisfaction of the ILO.

Third Installment: 20% of total agreement amount will be paid upon completion of all the assigned tasks and submission of the final report to the satisfaction of the ILO.

IX. Attestation for having adequate medical and accident insurance

- Do you have Medical and Accident Insurance? YES NO

If YES, provide the document

- If NO, please be aware that the ILO accepts no liability in the event of death, injury, or illness of the External Collaborator.

The External Collaborator attests that he/she is adequately covered by insurance for these risks.

In no circumstances shall the External Collaborator be covered by any ILO insurance. It is the external collaborator's own responsibility to take out, at their own expense, any personal insurance policies that are considered necessary, including a civil liability insurance policy.

Security: Have you done the Security Trainings?

BSITF, YES, NO

ASITF, YES, NO

External collaborators whose tasks entail travel must comply with all applicable ILO security procedures and rules, notably those governing security clearance and training. 7 External collaborators benefit from the security arrangements and protection provided by the United Nations Security Management Network (UNSMN) at duty stations which are either not under a security level or up to security level four (4).

If travel entails, you are required to obtain security clearance through the UN TRIP System before your travel.

X. Application

Interested candidates are requested to submit the following documents electronically:

- Cover letter explaining why S/he is a suitable candidate for this assignment and expected remuneration per day.
- Updated curriculum vitae and
- Concept note on how S/he plans to approach this assignment.

Applicants are requested to send the documents to ktm_procurement@ilo.org no later than **17:30 hrs on Friday, 18 March 2022**. Applications received after this will not be considered.

Please indicate **"Application: National Consultant/External Collaborator (EXCOL) Technical Assistance "Enhancing skills of women and workers in the informal economy, harnessing the potential of green transition"** in the subject line.